

Bidding Document

For

TECHNICAL BID

Mahendrapur Gram Panchayat
Harishchandrapur-I Dev. BLOCK, Malda

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SECTION 1

LIST OF IMPORTANT DATES NOTICE INVITING e-TENDER

LIST OF IMPORTANT DATES

1.	Date of issue of Notice Inviting e-Tender	:	27/11/2020
2.	Period of downloading bidding documents from the e- procurement portal.	:	From 27/11/2020 (from 18:00Hrs) to 18/12/2020 (up to 16:00Hrs)
3.	Deadline for receiving of Bids online	:	18/12/2020 (up to 16:00Hrs)
4.	Time and Date and place for opening of Technical Bids online	:	21/12/2020 (at 11:30Hrs) Mahendrapur Gram Panchayat
5.	Date, Time and Place of publication of the name of the Technically Qualified Tenderers	:	21/12/2020 (14:00Hrs) Mahendrapur Gram Panchayat
6.	Time and Date and place for opening of Financial Bids online	:	23/12/2020 (at 11:00Hrs) Mahendrapur Gram Panchayat
7.	Officer Inviting Bids / Tender Inviting Authority	:	Prodhan Mahendrapur Gram Panchayat, Malda

Note: Days mean working days excluding Sundays and Government Holidays.

Mahendrapur Gram Panchayat
Harishchandrapur-I, Malda

ABRIDGED NOTICE INVITING e-TENDER

Memo No.- 153/MpurGP/20

Date- 27.11.2020

NIT No.- 12/MpurGP/2020-21
Annexure-I

On behalf of Mahendrapur Gram Panchayat, tenders are hereby invited by the undersigned for the work mentioned below through **electronic tendering (e-Tendering)** from the eligible bonafied contractors.

Sl. No.	Name of the work	Site Details	Source of Fund	Estimated Amount (In Rs.)	Earnest Money (In Rs.)	Cost of Tender Form (Rs.)	Required Credential	Work completion period
1.	RECONSTRUCTION OF MAHENDRA PUR G.P BUILDING.	MAHENDRAPUR	14 th CFC 2018-19 & 3rd S.F.C 2017-18	Rs. 28,36,420.00	20,000.00	Rs. 1000.00	40% of Estimated Value	4 Months

Eligibility of Contractors: Eligible and resourceful Contractors having sufficient credential and financial capability of works of similar nature. Those who have at least 40% of credential for similar nature of single work, execution within last 3(Three) years, can participate in thistender.

Any contractor willing to take part in the process of e-Tendering will have to be enrolled and registered with the Government e-Procurement System.

The intending Contractors may download the tender documents by logging to the link www.wbtenders.gov.in

Instructions / Guidelines for Tenderers for electronic submission of the tenders online have been incorporated in the Detail Notice / Bidding Document for assisting the contractors to participate in e-tendering.



Prodhan

Mahendrapur Gram Panchayat
Harishchandrapur-I Dev. Block, Malda

Memo No.- 153/1(8)/MpurGP/20

Date- 27.11.2020

Copy forwarded for information and with a request for making an arrangement to display the notice for wide publicity to:-

1. The SDO, Chanchal, Malda
2. The DIC, NIC, Malda is requested to upload the notice at www.malda.gov.in
3. The EXECUTIVE OFFICER, Harishchandrapur-I, Panchayat Samity
4. The Sabhapati, Harishchandrapur-I, Panchayat Samity
5. The SDU, ISGPP-II Cell, Chanchal, Malda
6. Sahaj Tathya Mitra Kendra, Mahendrapur Gram Panchayat

7. Tulsihatta Library, Mahendrapur G.P.
8. Notice Board of MahendrapurG.P.



Prodhan
Mahendrapur Gram Panchayat
Harishchandrapur-I Dev. Block, Malda

SECTION 2

INSTRUCTION TO BIDDERS

10. General Guidance fore-Tendering

Instructions / Guidelines for Tenderers for electronic submission of the tenders online have been annexed (Annexure-1) for assisting the Tenderers to participate in e-tendering.

11. Registration ofTenderers

Any Tenderer willing to take part in the process of e-Tendering will have to be enrolled and registered with the Government e-Procurement System, through logging on to www.wbtenders.gov.in (the web portal of the Panchayats & Rural Development Department, Government of West Bengal). The Tenderer is to click on the link for e-Tendering site as given on that webportal.

12. Digital Signature Certificate(DSC)

Each Tenderer is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC), for submission of tenders, from the approved service provider of the National Informatics Centre (NIC) or from the other service providers approved by the competent authority, on payment of requisite amount. DSC is given as a USB e-Token.

1. Collection of Tender Documents

The Tenderer can search and download NIT and tender documents electronically from computer once he / she logs on to the website using the Digital Signature Certificate. This is the only mode of collection of tender documents.

Intending Tenderers may download tender documents from e-procurement portal of the website <http://www.wbtenders.gov.in> and, the pre-qualification and bid documents duly filled and digitally signed in all respect may be submitted on-line through the e-portal during the period as mentioned earlier in Section:1 (List of Important dates) of this Bidding Document.

2. Participation in more than one work

Applicable.

3. Submission of Tender and its Conditions

6..1 General process of submission

- i. Tenders are to be submitted online through the website stated in Clause 4 before the prescribed date and time, in two folders, at a time for each work. One is Technical Proposal and the other is Financial Proposal. Using the Digital Signature Certificate (DSC), the documents are to be uploaded virus scanned and digitally signed. The documents will get encrypted (transformed into non-readable formats).
- ii. Tender Processing Fees s, in the form as stated hereunder, need to be deposited in sealed cover in the box which will be kept in the office chamber of the Prodhnan, Mahendrapur Gram Panchayat.
- iii. All the times mentioned in this notice are as per the server clock if not mentioned otherwise.
- iv. MAHENDRAPUR GRAM PANCHAYAT **does not take any responsibility for the delay caused due to non-availability of Internet connection or traffic jam etc. for online bidding.**

6..2 Tender Fees and Earnest Money

- The Tender Fee (non-refundable) and the Earnest Money Deposit (EMD), as mentioned in the NIT, should be deposited through BANKERS CHEQUE/DEMAND DRAFT of any Nationalized Bank in **favor of MAHENDRAPUR GRAM PANCHAYAT, payable at Malda**, separately in two challan. Payment made otherwise will not be accepted.
- While submitting Tender, all the Tenderers should **submit the soft copy of the Receipt of BANKERS CHEQUE/DEMAND DRAFT towards EMD & Tender Fees** separately (The SOFT COPY means the scanned copy of the Originals) in the prescribed A/C of Gram Panchayat.
- The amount of Tender Processing Fee and Earnest Money should be deposited separately.

6.2 Technical Proposal

The Technical Proposal should contain scanned copies of the following.

6.2.a **Statutory cover** (folder) containing Digitally signed copy (virus scanned) of the,

- i. Notice Inviting Tender, Instruction to Tenderers, General Conditions of Contract, Special Terms & Conditions and other documents as specified in the Bidding Document.

Note:

- i. If any Tenderer is exempted from payment of EMD, copy of relevant Government Order need to be furnished.
- ii. **Tenders may be liable for rejection if any item in the statutory cover (folder) is missing.**

6.2.b **Non-Statutory cover** (folder) containing Digitally signed copy (virus scanned) of the,

- i. Trade License issued by Municipality / Corporation / Panchayat Body / other Authority.
- ii. GST registration Certificate with return (current)
- iii. PAN with IT return [last 3years]
- iv. Professional Tax Enrollment copy with current challan.
- v. Bidder(s) should submit the rate analysis for items where the quoted rates are either above or below 5% than the estimated cost.
- vi. Registered Deed for Partnership Firm / Joint Ventures, if any.
- vii. Bank Solvency Certificate.
- viii. Completion Certificate [to be substantiated by Payment Certificate(s), if specifically asked by the Authority] as stated in Clauses 6.4.i for one single work of similar nature worth at least 40% of the amount put to tender for the work(s) the Tenderer intends to participate.
- ix. Declaration by the tenderer to the effect that he/she/they does not/do not have any common interest either as a partner of any Partnership Firm / Joint Venture as a Proprietor/Owner of any other Firm in the tender for work(s) he/she/they wants/want to participate. If it is detected that any Tenderer is participating in any serial of work under dual identity, tender proposals for all such firms having common interest of that Tenderer for that work will be rejected.

6.3 Financial Proposal

The financial proposal should contain the document in one cover (folder), i.e. the Bill of Quantities (BoQ). The Tenderer is to quote the rate (percentage LESS or EXCESS) online through computer in the space marked for quoting rate in the BoQ. [If any Tenderer wants to quote rate AT PAR, he/she should quote 0.00% LESS or EXCESS]. Only downloaded copies of the above documents are to be uploaded, virus scanned and digitally signed by the Tenderer.

Note: The successful Tenderer should submit the downloaded copy of the Form of Bid and the BoQ, duly fill the BoQ in the manner as submitted during online submission of Tender and also duly fill the

Form of Bid, sign it and submit after accepting the Tender.

6.4 Eligibility Criteria

Financial proposal of any Tenderer will come under the purview of consideration only if the criteria mentioned below are fulfilled.

- a. Production of Completion Certificate in prescribed proforma supported with Payment Certificate for single work of similar nature executed within last 3 years (to be determined from the actual year of completion, considering current financial year as Year:1). Amount put to tender in such Completion Certificate should be at least 40% of the amount of tender of work in which the Tenderer intends to participate.

6.4.1 Completion Certificate

- i. Completion Certificate should contain (a) Name of work, (b) Name of client, (c) Amount put to tender, (d) Schedule month and year of commencement and completion as per work order, (e) Actual month and year of completion and (f) Gross bill value.
- ii. Such Certificates are to be countersigned by the concerned Engineers of the concerned Department.
- iii. Completion Certificate of work executed in other Departments of State Government or organizations, like Public Works & Public Works (Roads) Department, Public Health Engineers Department, Sundarban Affairs Department and various other State Government Departments, Zilla Parishads [ZP], Block Development Officer (BDO), Gram Panchayet (GP) West Bengal Housing Infrastructure Development Corporation Limited (WBHIDCO), West Bengal State Electricity Distribution Company Limited (WBSEDCL), Kolkata Metropolitan Development Authority (KMDA), Kolkata Metropolitan Water Sanitation Authority (KMWSA), Kolkata Municipal Corporation (KMC), Hooghly River Bridge Commissioner (HRBC); Engineering Departments of Central Government and Organization, like Farakka Barrage Project (FBP) Authority, Railways, Kolkata port Trust (KoPT), National Highway Authority (NHAI) etc; and companies owned or managed by the State Government, i.e. Mackintosh Burn Ltd., Westinghouse Saxby Farmer Limited & Britannia Engineering Ltd. may also be considered. Such Completion Certificate other than those stated in 6.4.1.(ii) above, are to be countersigned by the Engineer if those are issued by some other Authorities.

6.4.2 Particulars requirement for similar nature ofwork

Works of similar nature, apart from having tender value of at least 40% of the amount put to tender for each of the serial of works in the instant NIT, should further have the following physical execution of quantities stipulated against each work as illustrated below. The Tenderer should work out and put the data in the table below in accordance with the BoQ of the work the tenderer intends to participate and downloaded during participation in thistender.

Sl. No.	Description of item	Physical requirement	
1			At least 40% of the value for a single similar nature of work, executed not earlier than 3 years from the year of publication of this tender.
2.			
3.			

6.4.3 Eligibility criteria for participating in more than onetender

- i. Separate Completion Certificate of fully physically completed works is to be provided for separate work. (Vide 6.4.1 and6.4.2).

6.4.4 Penalty for suppression / distortion effects

If any tenderer fails to produce the original hard copies of the documents (especially Completion Certificates), or any other documents on demand within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the tenderer will be suspended from participating in the tenders on e-Tender platform for a 3 (Three) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, Mahendrapur Gram Panchayat may take appropriate legal action against such defaulting tenderer.

6.5 Taxes & duties to be borne by the SuccessfulTenderer

All Duties, Taxes, Royalties, Cess, Toll, all other statutory Levies payable by the Tenderer under the Contract to the State / Central Government for any other cause including 1% Cess under W.B. Building and other Construction Workers (Regulation of Employments & Condition of Service) Act, 1996], will have to be borne by the Tenderer and the rate should be quoted accordingly after consideration of all.

1% Cess under W.B. Building and other Construction Workers (Regulation of Employments & Condition of Service) Welfare Cess Act, 1996 will be deducted from all the bills.

6.6 Site inspection before submission oftender

Before submitting any tender, the intending Tenderers should make themselves acquainted thoroughly with the local conditions prevailing at site by actual inspection and taking into consideration all factors and difficulties likely to be involved in the execution of work in all respect and no claim whatsoever will be entertained on these account afterwards.

6.7 Conditional and incompletetender

Conditional and incomplete tenders are liable to summary rejection.

7. Opening and evaluation of tender**7.1 Opening of Technical Proposal**

- i. Submission of the Tender Processing Fees is a pre-requisite and the intending Tenderers who will submit the same in original in the manner as specified in Clause 6.2 of this ITB (Instruction to Bidders) at the place and within the time specified will be treated as primarily eligible.
- ii. Intending Tenderers may remain present if they so desire.
- iii. Cover (Folder) for Statutory Documents (vide Clause 6.3.a) should be opened first and if found in order, Cover (Folder) for Non-statutory Documents (vide Paragraph 6.3.b) will be opened. If there is any deficiency in the Statutory Documents, the tender will summarily be rejected.
- iv. Decrypted (transformed into readable formats) documents of the Non-Statutory Cover will be downloaded for and scrutinization and verification with the originals.

7.2 Tender Selection Committee (TSC)

Committee already constituted by the Artha – O- Parikalpana Upa- Samiti of Mahendrapur Gram Panchayat for scrutinization, verification and recommendation for Acceptance or Rejection of Tender.

7.3 Uploading of summary list of technically qualified Tenderers (1st round)

- i. Pursuant to scrutiny and verification of the technical documents on the basis of information furnished in the check list and in "My Document" uploaded by concerned Tenderers and after verification of the same with the original and being found in order, the summary list of **technically qualified Tenderers** and the serial number of work(s) for which their Financial Proposals will be considered will be uploaded in the web portals **and displayed in the office notice board subject to completion of verification and technical evaluation.**
- ii. During evaluation, the tenderer(s) may be summoned and any clarification / information or additional documents or original hard copy of any of the documents already submitted may be sought for and if these cannot be produced within the stipulated timeframe, tender of the defaulter will be liable for rejection.

7.4 Final publication of summary list of technically qualified Tenderers

In case, the Appellate Authority asks the Tender Inviting Authority to consider tender of any of the aggrieved Tenderers, who may have preferred appeal, the process of uploading of qualified Tenderers will be re-done, through issuing necessary corrigendum. Date of opening of financial bid is to be intimated in the final summary list.

7.5 Opening and evaluation of Financial Proposal

- i. The Financial Bid Documents of the technically qualified Tenderers will be opened electronically from the web portal on **the date and time as mentioned in Section:1 earlier** by the Proddhan, Mahendrapur Gram Panchayat for scrutiny. List of Financial comparison chart of Tenderers will be published accordingly. No separate intimation will be given for this, unless the above date is changed. In case of change of date, due intimation will be given on line. No individual intimation will be given. The List of Financial comparison chart of Tenderers will be placed before the Tender Selection Committee of Mahendrapur Gram Panchayat for their recommendation accordingly
- ii. The encrypted copies will be decrypted and the rates will be read out to the Tenderers remaining present at that time.
- iii. After evaluation of Financial Proposal, the tender inviting authority may upload the final summary result containing inter-alia, name of Tenderers and the rates quoted by them against each work provided he is satisfied that the rate obtained is fair and reasonable and there is no scope of further lowering down of rate.
- iv. However, if there is any scope for lowering down of rates in the opinion of the Tender Inviting Authority, he may choose to declare the former publication stated in Paragraph 7.6.(iii) above as semi-final and notify all the Tenderers through the website to attend sealed bids to be followed by open bids to be held at his office at prescribed date and time, which will be done offline.
- v. After holding such bids, final summary result would have to be uploaded in the web portal, through corrigendum.
- vi. The Tender Accepting Authority may ask any tenderer to submit analysis to justify the rate quoted by that Tenderer.
- vii. If the date of opening of tender falls in holiday, the tender will be opened on the next working day at the same time and venue.

8 Correction of Errors

Bids determined to be substantially responsive will be checked by the Employer for any arithmetic errors. Errors will be corrected by the Employer as follows:

- a. In case of Percentage Rate Tender, where there is a discrepancy between the rates in figures and in words, the rate in words will govern; and
- b. In case of Item Rate Tender, where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.

9 Acceptance of Tender

Lowest valid rate should normally be accepted. However, Mahendrapur Gram Panchayat does not bind to do so and reserves the right to reject any or all the tenders, for valid reasons and also reserves the right to distribute the work amongst more than one tenderer.

10 Issue of Work Order

The work order will be issued after accepting the Tender by the authority and in accordance with the availability of fund.

11 Refund of Earnest Money of the unsuccessful tenderer(s)

After opening financial bid the Earnest Money of Unsuccessful Bidders will be released except 2nd and 3rd lowest bidder. Simultaneously the earnest money of 2nd and 3rd lowest bidder will be returned within seven days from the date of contract with 1st lowest bidder.

12 Payment

The payment of RA as well as final bill for any work will be made according to the availability of fund and no claim to delay in payment will be entertained. However, Mahendrapur Gram Panchayat will take its utmost effort in arranging of fund and clearing the payments so far as possible.

13 Supply of Materials

All materials required for the works are to be supplied by the agency at his own cost.

14 Amendment of Bidding Documents

- i. Before the deadline for submission of bids, the Employer may modify the bidding documents by issuing addenda, if any.
- ii. Any addendum thus issued shall be part of the bidding documents and shall be communicated through general notice in the website or office notice board
- iii. To give prospective Tenderers reasonable time in which to take an addendum into account in preparing their bids, the Employer shall extend, as necessary, the deadline for submission of bids accordingly.

15 Submission of Original Documents

The Tenderer should submit the original copies of all the documents submitted online within the time and date as mentioned earlier without fail.

If any Tenderer fails to submit the original hard copies of the uploaded documents within the time frame as specified or there is any deviation in the hard copy from the uploaded soft copy, the Tenderer will be suspended from participating in the tenders in e-Tender platform for a period of three years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, Mahendrapur Gram Panchayat may take appropriate legal action against such defaulting Tenderer.

- 16** If the date of opening of tender falls in holiday, the tender will be opened on the next working day at the same time and venue.

17 Conditional and incomplete tenders are liable to be summarily rejected.

- 18 The Instruction to Bidders** shall form part of terms & conditions of the tender and the Tenderer is bound to abide by.

SECTION: 4**FORM OF AFFIDAVIT**

(SAMPLE FORMAT FOR AFFIDAVIT)

I, Sri....., S/o Sri....., aged.....Years, residing at....., Proprietor/Partner/Director of....., do hereby solemnly affirm and declare in connection with the work, viz listed at S/No and Identification No. with ref to NIT No., as follows :

1. That, the undersigned, do certify that all the information furnished & statements made in the bid documents are true and correct to the best of my knowledge and belief.
2. The undersigned would authorize and request any bank, person, firm or corporation to furnish pertinent information as deemed necessary and/or as requested by the Department to verify this statement.
3. The undersigned understands and agrees that the Bid shall remain open for Acceptance 180 days from the date of opening of financial bid and on Acceptance the Bid shall also remain in force till the completion of the Work. And the undersigned shall claim no additional cost / charges for any price hike or increase in rate due to enhancement in the Schedule of Rates in force.
4. The undersigned agrees to invest 50% of the contract price of works by cash during the implementation of the works.
5. The undersigned agrees to authorise the authority to seek references from the Bankers of the undersigned.
6. If the contract is awarded to us, we will deploy at site all necessary T&P and equipments as specified in the Bidding Document, if any or as required for execution of work immediately on receipt of the work order. We would commence the work only on deployment of machineries at site to the full satisfaction of the Engineer-in Charge. We would be duly bound to use those equipments at site to achieve the best result as per requirement of the contract. We would upkeep and maintain those equipments in running condition till completion of the Project. Any breakdown of any equipment will be replaced immediately. No part of equipment will be shifted to another site without the written permission of the E.I.C. or Employer.
7. We would establish a site Laboratory, if required any, with minimum testing equipments / apparatus to conduct the various tests on soil, aggregates, cement, concrete to maintain the quality at site. We will upkeep the Laboratory set-up in good condition of the Project.
8. We would deploy at site all necessary technical Personnel as listed in Bidding Document any for efficient contract management and supervision of works with a view to achieving best quality of works at site.
9. We would carry out all necessary tests of all major items at frequency spelled out in the relevant IS Codes, Specification books etc. to achieve the best quality work at site. We will be contract bound to bring to the notice of the EIC any non-compliance of test results along with the action taken report.
10. Any departure whatsoever in any form will be considered as breach of contract. In such situation the Department at his liberty may with hold our payment till we rectify the defects or fulfil our contractual obligation. In this connection, Departmental decision will be final and binding.
11. The undersigned also certifies that neither we have abandoned any work awarded to us, nor any penal action was taken against us by any department. The undersigned also declares that we do not have any running litigation with any department.

BILL OF QUANTITIES

Preamble

1. The Bill of Quantities shall be read in conjunction with the Instructions to Tenderers, Conditions of Contract, Specifications and Drawings.
2. For the construction of works, the quantities given in the Bill of Quantities are estimated, and are given to provide a common basis for bidding. The basis of payment will be the actual quantities of work ordered and carried out, as measured by the Tenderer and verified by the Engineer and valued.
 - vi. At the rates and prices tendered in the Bill of Quantities in the case of item rate tenders; and
 - vii. at percentage rate above or below or at par of the Schedule of Rates as tendered by the Tenderer.
3. The rates and prices tendered in the priced Bill of Quantities shall, except in so far as it is otherwise provided under the Contract, include all constructional plant, labour, supervision, materials, erection, maintenance, insurance, profit, taxes and duties, together with all general risks, liabilities and obligations set out in the Contract.
4. Arithmetic errors will be corrected by the Employer accordingly.
5. For Percentage rate tenders, the Bill of Quantities will show in the bidding documents the rates used for different items.